

The State Bar of California
Board of Governors Elections
Request for Proposal: Questions & Responses

October 15, 2008

1. **Is the outgoing mail going to be Presorted First Class mail (reduced postage based on sorting standards), or Standard Mail which takes longer and does not have ancillary services except as requested (forwarding service, return service) and paid for separately?**

Vendor will use a U.S. Post Office-approved mail hygiene program that will pre-sort for the lowest available postal rate. Vendor will format outgoing envelope in conformity with current U.S. Postal Service standards for mass mailing to get maximum available discounts for bulk rate mail.

2. **Do you want ballots receipted at the time of the count (less expensive/more secure) or during the election process (more expensive/less secure)?**

The ballot canvassing occurs after the close of voting at the vendor's location with State Bar Staff oversight, scheduled July 6-9.

3. **Is your duplicate ballot request process required if the process can eliminate the possibility of multiple ballots being counted and identification of duplicate ballots?**

Yes, a duplicate ballot request process is required to replace loss and/or damaged ballots. Vendor should design a fulfillment function to provide duplicate ballots to members on the eligibility list at the member's official address of record. Vendors should describe the proposed procedure, which must include a requirement that members requesting a duplicate ballot certify in writing that their ballot was not received or was lost or damaged.

4. **Is a financial statement, P&L, etc. a requirement (as we are privately held) and if so is an audited financial statement or other audited statements required?**

The financial statements do not have to be audited for privately held companies. If you require a non-disclosure agreement from us, please submit in advance. At a minimum, your proposal should include the financial information requested in Exhibit 5: Business History/Financial Viability.

5. Can we get an extension of time to submit our proposal?

Proposals are due no later than 5 p.m. on October 20, 2008. The State Bar reserves the right to repost the RFP with a future due date if a sufficient number of competitive proposals are not received.

6. Can we submit our proposal electronically (PDF) or do we have to have 6 hard copies delivered by Monday?

You may elect to submit your proposal electronically, along with the required separate files (Exhibit 1: Itemized Cost Proposal and Exhibit 5: Business History/Financial Viability). Email electronic submission directly to andrew.conover@calbar.ca.gov.